

ADP Quick Reference Guide for Entry Level Employees

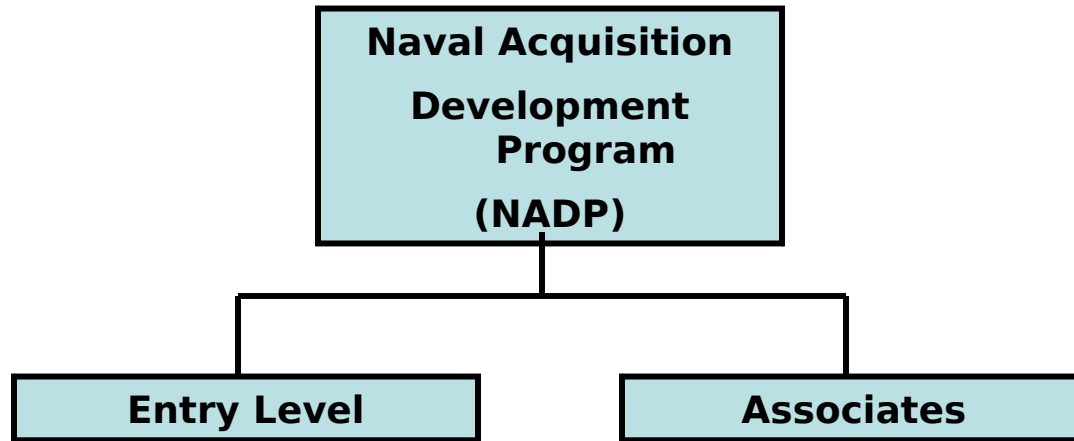


Developing Tomorrow's Acquisition Workforce Leaders

2012

The purpose of the Naval Acquisition Development Program (NADP) Quick Reference Guide for Entry Level Employees is to orient Entry Level employees to the NADP by providing quick access to important, helpful information.

The NADP Operating Guide and the NADP website provide the official policy and guidance on the topic matter contained herein.



The Naval Acquisition Career Center (NACC) manages the NADP which consists of Entry Level and Associate employees. The NADP is designed to provide the Navy and Marine Corps with Acquisition Professionals. The following quick reference guide is for Entry Level members of the NADP which is governed by the NADP Operating Guide and the NADP website.

7 Steps to Success in the NADP

- Routinely check the NADP Website Bulletin Board Announcements located at:

https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees_cfps

- Read and adhere to the following policy documents:
 - NADP Operating Guide for policy and guidance.
 - Joint Travel Regulations (JTR).
- Focus on your Individual Development Plan (IDP) and the NADP Mission.
- Assume responsibility for clear communication.
- Take responsibility for your own career.
- Network with other Entry Level employees.
- Present yourself professionally.

ACRONYMS

ACM Assistant Career Manager

APC Acquisition Professional Community

ASN (RD&A) Assistant Secretary Of Navy
Research, Development & Acquisition

AWTAP Acquisition Workforce Tuition
Assistance Program

CFM Career Field Manager

CM Career Manager

CSR Career Service Representative

DACM Director Of Acquisition Career
Management

DAU Defense Acquisition University

DAWIA Defense Acquisition Workforce
Improvement Act

DON Department Of Navy

DTS Defense Travel System

EOD Entrance On Duty

GAL Global Address List

GS General Schedule

GTCC Government Travel Charge Card

HRO Human Resource Office

HRSC Human Resource Service Center

IAW In Accordance With

IDP Individual Development Plan

LDTA Lead Defense Travel Administrator

LWOP Leave Without Pay

MDP Master Development Plan

NACC Naval Acquisition Career Center

NADP Naval Acquisition Development
Program

NMCI Navy Marine Corps Intranet

POC Point Of Contact

PR Placement Representative

SPRDE Systems Planning Research
Development Engineering

SYSCOM Systems Command

- The Master Development Plan (MDP) is a baseline starting document for new employees. The MDP is the actual template for your plan and it doesn't become the Individual Development Plan or IDP until it is filled in and tailored to an individual employee and signed.
- IDPs have long been used in government as a tool to help employees develop their skills, further their office's mission, and achieve their career goals. The IDP is a requirement for all NADP employees.
- MDPs for your respective career field can be found using the following link:
https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees_cfms/official_forms/individual_development_plans_idps

INDIVIDUAL DEVELOPMENT PLANS (IDPs)

Overview

■ The MDP becomes the IDP when it is tailored to an individual employee. The IDP is a personalized version of a career field MDP designed to meet the specific needs of the target position and employee.

Timelines

■ Within 45 days of an employee's Entry on Duty (EOD) date, each employee is responsible for developing the substance of his or her own IDP and then agreeing on its contents with the supervisor and/or Career Field Manager (CFM).

■ The IDP should be reviewed annually (at a minimum) with your supervisor and/or CFM.

■ The IDP should be kept on file at your local command. This document will never need to be submitted to the NACC.

IDP Contents:

- | | |
|--------------------------|-------------------|
| ■ Competencies | ■ Senior Projects |
| ■ Rotational Assignments | ■ Formal Training |
| ■ DAWIA Training | ■ Education |

Overview

- The IDP Summary is a one page overview of the requirements needed to graduate from the NADP. Most of these requirements are NACC funded.
- The NADP IDP Summary outlines appropriate career field requirements to perform at the journeyman level.
- IDP Summaries for your respective career field can be found on the NADP Website.

Timelines

- The IDP Summary must be submitted to the NACC ACM on the following dates:
 - Within 45 Days of EOD
 - 45 Days Prior to a Promotion
 - 90 Days Prior to Graduation Date
- The IDP and IDP Summary should be updated and reviewed with your supervisor and/or CFM annually and submitted to NACC at the required times.
- Please ensure you submit a final IDP summary 90 days prior to graduation as NACC will do a final review to ensure you have met all requirements of the program.

SAMPLE IDP SUMMARY

Sample IDP Summary

- This is a sample of the one page IDP Summary for Contracting NADP Entry Level employee. All IDPs look similar but may have different requirements.
 - Before submitting, please fill in as much information as you are able. Please do not fill in future dates for training.
 - Please ensure you have read and understand the NADP Operating Guide. It contains the procedures and guidance for Commands, NADP Entry Level employees and NACC staff with respect to the NADP and is a living document.
- ## Things to Remember:
- You DO NOT need to submit the Multi-Page IDP to NACC.
 - Ensure that you know your promotion and graduation dates.
 - Work with your CFM to develop your Multi-Page IDP and NADP IDP Summary.
 - Ensure your IDP Summary is submitted to NACC with your acknowledgement, as well as your supervisor and/or CFMs' signature.

- Link to IDP Summaries:
https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees_cfms/official_forms/individual_development_summary_idp_summary

NADP IDP SUMMARY – ENTRY LEVEL EMPLOYEES
CONTRACTING (CON)

Name:	Location:	Command:
-------	-----------	----------

1. Competency Development: As Identified on the multi-page NADP IDP.

2. Promotions

	Date
START DATE	
PROMOTION 1	
PROMOTION 2 (if applicable)	
PROMOTION 3 (4 year NADP-WW only)	
GRADUATION	

3. Rotational Assignment Plans (2 Required):

Command/Location	Planned Dates	Date Completed
Internal:	-	-
External: (NACC FUNDED, NTE 90 DAYS)	-	-

4. DAWIA Training Requirements (as listed in Core Certification Standards at: <http://foalblog.dau.mil/>)

Certification (Field for comments.)	Date Certified
Level 1	
Level 2	

Note: You must apply for certification through eDACM.

5. Other Training Requirements

Training (Field for comments.)	Date Started	Date Completed
Acquisition Initial Leadership Development (AILD) Course (NACC Funded)		
Technical Training Course (Command Funded)		
NACC Conference (NACC Funded)		

Please submit an updated IDP Summary with new signatures and dates to NACC ACM:

- Within 45 days of EOD
- 45 days prior to a promotion
- 90 days prior to graduation

The signatures below acknowledge that you have read the policies outlined in the NADP Operating Guide and are aware of the NADP requirements in accordance with the Master Development Plan.

Employee Print Name:	Employee Signature:	Date:
Supervisor Print Name:	Supervisor Signature:	Date:
CFM Print Name:	CFM Signature:	Date:
NACC CM Print Name:	NACC CM Signature:	Date:

	Contracting	Logistics	Facilities Engineering	SPRDE	*BUS-CE	*BUS-FM
DAWIA Training	See DAU for Career Field Course Requirements for Certification					
Level I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Level II	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*BUS-CE & BUS-FM not required to be Level II certified at graduation but must have Level II courses completed						
Rotational Assignments						
Internal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Internal or External	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Senior Project						
Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional (See CPM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Training						
Annual NADP Conference	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Management Training Course (AILD)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NACC Funded Program Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command Funded Program Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Development Conference (Required)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Development Conference (Optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NACC Funded Technical Training Course	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command Funded Technical Training Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
See MDP for Formal Training Requirements						

▪NACC Actions

- Provide Command with graduation notice about 60 days in advance and confirm pick up date.
- Contact Command and confirm that they are picking up the employee on time.
- Ensure graduation requirements have been met.
- Process RPA to convert employee from Excepted Service to Career Conditional.

▪COMMAND Actions

- Verify with CSR that the employee is getting picked up on specified graduation date.
- Process RPA to pick up employee the day following the graduation date.
- To request SF 75 information, contact HRSC-SE at:
HRSCSE_Records_Branch@navy.mil
- If employee is being picked up by a command other than homeport, that command must verify pick-up date with CSR.

The information below applies to Non-DAU, NACC funded travel only.

Highlights

- Complete the 'Traveler Course' under Defense Travel Service (DTS) Training:

<https://www.defensetravel.dod.mil/passport/bin/Passport.html>

- DO NOT purchase your own airfare ticket.
- NADP employees are encouraged to carpool when attending training with other NACC employees.
- Keep ALL receipts for travel settlement, including receipts under \$75.
- Limit ATM use as ATM fees add up quickly.
- Gas money expended for personal trips while on travel will not be reimbursed.

Highlights (continued)

- Any travel, including personal travel, to a foreign country, submit "Travel to Foreign Country" memo to NACC.

Traveling Using DTS

- Verify with Lead Defense Travel Administrator that NACC routing has been set up.
- Create travel authorization in DTS at least 30 days prior to travel start date.
- If flying, must select government contract flights.
- Validate approvals and airfare prior to departing.
- Print out orders and carry them with you while on travel.
- Submit travel voucher in DTS within 5 business days of returning.
- DTS Help Desk: 1-888-435-7146

See Travel Section of NADP Website for further instruction and

TRAVEL

Temporary Duty (TDY)

looked through DTS.

Before going on Travel, make sure you do the following:

- Submit required documentation to CFM in a timely manner so it can be submitted to NACC at least 60 days in advance.
- CFM will submit to NACC for approval.
- Obtain approval from NACC CM.
- Submit DTS travel authorization at least 30 days prior to travel start date.
- Obtain approved travel orders via DTS.
- Print your orders and carry with you while TDY.
- If flying, check DTS and ensure tickets have been paid for.
- Make sure your Government Travel Charge Card (GTCC) is activated prior to departure.
- For rotations, complete and submit a visit request to NACC at least 30 days prior to departure date. See Security & Visit Request Tab.
- Turn on your “Out-of-Office Assistant” in MS Outlook and put an extended absence greeting on your voicemail.
- Make sure you’re on an 8 hour schedule while on travel.

While on Travel, make sure you do the following:

- Save ALL of your receipts, regardless if amount is less than \$75.00 save **ALL** receipts.
- Contact your CSR before making any changes to your travel arrangements.

Upon Return from Travel:

- Process your travel voucher in DTS within 5 days after your return.
- Turn off your “Out-of-Office Assistant” in MS Outlook and remove your extended absence greeting on your voicemail.

DTS Travel Authorization Checklist

TRAVEL DO'S	CRITERIA
1. Employee Type	Ensure '852 ENTRY LEVEL' or 'NADP ENTRY LEVEL' is the very first comment to the Approving Official.
2. Government Credit Card (GTCC)	You must have a GTCC if you are traveling.
3. Review Dates of Travel	A. If travel for Rotation and longer than 45 days, ensure partial payments are selected. B. For Rotations, you should depart on a Monday and return on a work day.
4. Review Transportation	
IF POV	Did you include parking fees and mileage?
IF AIR	Did you include baggage Fees and transportation to/from Airport? Did you select the Government Fare?
IF RENTAL CAR	Did you include parking fees and gas? If "No" to any of the above, you must include remarks to the Approving Official.
5. Review Lodging	A. Are Hotel Taxes Included? (If BOQ, not applicable) Estimate \$25.00 per day. B. If no cost for Lodging - must include comments to the Approving Official.
6. Review of "Other Expenses"	A. Parking (If POV or Rental Car) B. Laundry (If traveling >5 days) Allowance = \$14/Week C. Hotel Taxes (When not staying in Basic Officers Quarter (BOQ)) D. Tolls (if necessary) E. Shuttle/Taxi (If no POV or no Rental Car) F. Metro Fees

Travel

TRAVEL

ROTATIONAL ASSIGNMENTS

Read the NADP Operating Guide, Section 6.4 for further guidance.

Highlights

- Required documentation is due to NACC 60 days in advance.
- Guidance for rotational assignments can be found in the MDP.
- Rotations should not cross fiscal years.
- NACC funds rotational assignments in accordance with the MDP.
- Rotational assignments should be performed within the local commuting area whenever possible.
- Rotational assignments outside of the Department of the Navy are extremely rare.
- Rotational assignments must be clearly defined.
- See the NADP Operating Guide for special instructions regarding rotations outside of the continental United States (OCONUS).

Rotational Assignment Checklist

- ☐ Read Section 6.4 of the NADP Operating Guide prior to submitting documentation to NACC including Appendix E.
- ☐ Submit appropriate Package to CFM via email.

Please include:

- Rotation Description (if applicable)
 - IDP page signed by Homeport CFM and Rotation site CFM
- ☐ CFM emails completed package to NACC for endorsement 60 days in advance.
- ☐ Upon NACC endorsement, employee creates travel orders in DTS at least 30 days prior to travel start date.
- ☐ Complete and submit a visit request to NACC Security at least 30 days prior to your departure date.

Things You Need to Know

- NACC funded rotational assignments must be a minimum of 30 days and will not exceed 90 days in length.
- If a second external rotation is required per the MDP, the maximum rotation time will be 59 days unless the command would like to fund an extension. Commands do not necessarily have to make the 1st rotation 90 days in length. For MDPs which require 2 NACC funded external rotations, either one of the two can be the 90 day rotation.
- NACC will allow back-to-back rotations for any Entry Level employee who is authorized to complete two NACC funded external rotational assignments as documented in the MDP. For travel purposes, back-to-back rotations will be on one travel order. However for IDP completion, it will show as completing both external rotational assignments.
- In keeping with current policy, under no circumstances will a back-to-back rotational assignment last longer than 149 days in total length.
- Lodging costs paid for by the NADP will not exceed the per diem allowance and all employees are required to submit lodging receipts that reflect the total amount paid by the employee for lodging at each rotation.

**ROTATIONAL
ASSIGNMENTS**

The Register Now Website Offers the following:

- Ability to Search and Apply for Defense Acquisition University (DAU) Training.
- Ability to Update Student Profile.
- Ability to Request DAU Student Travel Funds.
- Ability to Request Cancellations.
- Ability to Resend Approval Request Emails.
- Register for Career Field Certification.
- Register for Continuous Learning.

(All personnel in Defense Acquisition Workforce Improvement Act (DAWIA) positions must have 80 CLPS every 2 years.)

NOTE: DAU classes begin filling in May for the upcoming fiscal year. Please apply ASAP for mandatory certification courses. All pre-requisites must be met prior to applying for courses.

Navy Register-Now Support Team:

For assistance with eDACM website, please contact an eDACM Support Specialist by doing the following:

- Log into the eDACM site:
<https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>
- Place your mouse on the blue 'Help' button, located on the tool bar.
- Click on 'Contact Us'.
- An email will automatically be generated based on your sub-UIC to the appropriate

DAU Travel Highlights:

Once you receive a reservation in a DAU class for which you are eligible for DAU centralized travel funding you will:

- Receive a reminder email at 45 and 30 days prior to class start date with instructions to complete your travel worksheet.
- Receive your travel orders within 30 days of your class start date, once the appropriate Course Manager has reviewed your travel worksheet.
- Print and review all attachments provided with your travel orders.
- Have your supervisor sign block 18 of your travel order.
- Carry your travel orders with you to class.
- Do not travel without travel orders. If you have not received them, please call to check.

Upon Return from DAU Centrally Funded Travel:

- Submit your travel claim to your local/servicing PSD or DFAS for settlement.
- Do NOT use DTS to file your claim.
- When your claim has been settled, email a copy of your complete settlement package to dautravel3@navy.mil. If a scanner is not available, please fax a copy of your complete settlement package to 717-605-2295.

Non-DAU and Non-AWTAP Training

Highlights:

- The MDP states whether a requirement exists for technical training courses, program reviews, or a professional development conference.
- To request funding, submit a signed SF-182 (do not include travel costs on this form) along with the following:
 - Supervisor or CFM completes and signs Section D 1a through 1e of SF182
 - Course description
 - Printed version of course cost
- If no tuition is required, submit a signed IDP Formal Training Page noting the requirement being fulfilled.
- All tuition requests must reach NACC at least 60 days in advance.

Things You Need to Know:

- Employee is responsible for sending approved SF-182 to vendor (i.e. College). Please do not send to vendor without approval signatures and a line of accounting.
- Please email PDF version of tuition request to CSR.
- Do not submit last minute tuition requests.
- CSRs cannot make corrections on SF-182. If cancelling or requesting correction to SF-182, please submit a new signed form with only the corrected amount and check the appropriate status in Box B via email to your ACM.

Highlights:

- The Acquisition Workforce Tuition Assistance Program (AWTAP) is designed for an entire degree or certificate program.
- It is paid “up front” - not as tuition reimbursement after courses are completed.
- AWTAP pays most mandatory fees but excludes materials that could become student property such as textbooks, computers, calculators, etc.
- AWTAP will fund only one degree per employee; program length cannot exceed 5 consecutive years.
- Annual limit - \$6,300.00.
- Additional information regarding AWTAP is available on the Register-Now Website.
<https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>
- When ready for course registration you must request a SF-182 form through the eDACM system. This should be done up to 60 days prior to or up to 15 days after the course start date. (Employee will not be reimbursed if SF-182 is submitted more than 15 days after course start date.)
- You must provide grades within 45 days of the course completion.

In order to qualify for AWTAP

- **Employee must be making progress towards DAWIA certification and supervisor must validate.**
- IDP must be on file at NACC.
- Employee must meet minimally acceptable performance standards.
- Employee must not be pending disciplinary action.
- School must be accredited by an agency approved by the United States Department of

issue an allowable degree program.

AWTAP WILL FUND:

- Courses in the fiscal year in which they start
- Mandatory prerequisite courses
- General electives
- Online/intranet access fees
- College equivalency assessments
- Portfolio assessments

AWTAP WILL NOT FUND:

- Courses or education beyond the masters degree level
- Non-credit courses
- Application and graduation fees
- Entrance examination fees
- Public internet access fees
- Parking, travel, and lodging expenses.
- Courses completed or in process at the time of acceptance into AWTAP
- Courses for which other reimbursement has been or will be obtained, e.g. GI Bill
- Materials that become student property

Continued Enrollment is Contingent Upon

- Undergraduate courses must be completed with a grade of "C" or better.
- Graduate level courses must be completed with a grade of "B" or better.
- Reimbursement will be required of AWTAP participants who fail, withdraw, or do not earn and document the minimum grade for funded courses.
- Students are required to provide grades for all coursework on their approved AWTAP education plan.

NADP FY 2012 Compensation Plan

Series and pay schedule:	Base Salary	Program Length
NADP - All Entry Level positions except 8XX and 1550		
GS-5 Certificate: (NADP-WW program) Bachelor's Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	GS-5 Step 1	4
GS-7 certificate: Bachelor's Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	GS-7 Step 1	3
GS-9 Certificate: Master's Degree (directly related) or 1 year specialized experience equivalent to the GS-7 level	GS-9 Step 1	2
NADP Entry Level - Engineer (8XX)		
GS-5 Certificate: (NADP-WW program) Bachelor's Degree; or 1 year specialized experience equivalent to the GS-5 level; or 3 years generalized experience	GS-5 Step 1	4
GS-7 Certificate: Bachelor's Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	GS-7 Step 10	2.5
GS-9 Certificate: Bachelor's Degree with 2 years of related graduate education; or 1 year specialized experience equivalent to the GS-7 level	GS-9 Step 3	2
GS-9 Certificate: Master's Degree (directly related)	GS-9 Step 6	2

NADP FY12 Compensation Plan

NADP FY2012 Compensation Plan (cont.)

NADP Entry Level - Computer Scientist (1550)	Base Salary	Program Length
GS-5 Certificate: (NADP-WW program) Bachelor's Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	GS-5 Step 1	4
GS-7 Certificate: Bachelor's Degree with Superior Academic Achievement(SAA); or 1 year specialized experience equivalent to the GS-5 level	GS-7 Step 10	3
GS-9 Certificate: Bachelor's Degree with 2 years of related graduate education; or 1 year specialized experience equivalent to the GS-7 level	GS-9 Step 3	2
GS-9 Certificate: Master's Degree (directly related)	GS-9 Step 6	2

- Qualifications above are in addition to any Individual Occupational Requirements as listed in the OPM Qualifications handbook. <http://www.opm.gov/qualifications/Standards/index-Standards.asp>
- Grade level determination is based upon the certificate of eligible's.
- Total salary is a combination of Base Salary listed above and Local Market Supplements (LMS) which range from 4.72% to 35.15%. Some series have a Special Salary Rate Table which lists total salary as a whole. Salary tables can be found at <http://www.opm.gov/>
- All NADP Entry Level 8xx and 1550 series positions are eligible for a \$2,000 recruiting incentive ; requires 1 year service agreement.
- Individuals hired under the NADP-WW program are eligible for up to a \$5,000 recruiting incentive.

SLDCADA:

- All NADP employees will use the Standard Labor Data Collection and Distribution Application (SLDCADA) to input their time and attendance.
- Your time and attendance/type hour code (THC) must be entered in SLDCADA NLT the second Thursday of the pay period.
- To log into SLDCADA please go to www.sldcada.disa.mil and click on V22 or V23 login.
- Employees having problems with SLDCADA should first contact their supervisor/certifier. If their supervisor/certifier can not resolve the problem then they should go to their command/activity SLDCADA POC. If their local command/activity SLDCADA POC can not resolve the issue, then the command/activity SLDCADA POC will contact NACC for assistance. If NACC cannot resolve the issue, we will, as SLDCADA administrators, contact the SLDCADA help desk for assistance.
- All new NADP employees must remain on an 8 hour work schedule for their first pay period. Please do not request a change to your work schedule until after the first pay period has been processed.

Things You Need to Know:

- The NACC Payroll Guidance is available at the following URL, under 'Policy & Guidance' .

https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees_cfms

- The Reimbursable Overtime and Awards Information Sheet is available at the following URL, under 'Policy & Guidance'.

https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees_cfms

Ensure you are using the correct form (NADP vs. 852). Reimbursable cash awards and funding document questions should be directed to the Financial Management Analyst at NACC:

Phone - 717-605-7736.

NACC SLDCADA Administrator:

- NAVAIR/NAVSUP/NELO - Phone: 717-605-8642
- NAVSEA/USMC/ALL OTHERS- Phone: 717-605-2668
- NAVFAC/SPAWAR - Phone: 717-605-6485

COMMON ACCESS CARD:

What is the Common Access Card (CAC)?

The CAC is a DoD smartcard issued as standard identification for military personnel, civilian employees, and eligible contractor personnel. The CAC is used as a general identification card and is required to log in to DoD computers, web-based DoD applications, and certain DoD facilities.

How do I obtain a CAC?

Your Homeport Supervisor or Command Activity Field Representative should ensure that the proper paperwork is completed prior to your arrival in order to obtain a Navy Marine Corps Intranet (NMCI) account for you. This is the first step in providing you with access to government computers.

The process for obtaining your CAC does not begin until you have reported for your first day of work.

Step 1: Complete the DD 1172-2 with your Supervisor

Your Supervisor, CFM, or the Local Command security office, can provide you with the paperwork (Form DD 1172-2) needed to get your CAC. You and your Supervisor will need to complete the form.

Step 2: Make an appointment to visit the CAC issuance office

Once the paperwork has been completed, you will need to make an appointment to visit the CAC issuance office by booking an appointment online at: <https://es.cac.navy.mil/>

(Your Supervisor, Command Activity Field Representative, or other designee can assist you with the online appointment process, as you will be unable to log on to your computer at work prior to getting your CAC.)

Step 3: Contact NMCI Helpdesk for “First Time User Set-up”

After obtaining your CAC and signing on to your computer for the first time, you will need to contact the NMCI Helpdesk at (866-843-6624) to have them guide you through the “First Time User Set-Up.” This set up process will ensure that your system certificates (ID, Signature, and Encryption) are registered on your computer and that your Microsoft Outlook e-mail is set-up properly. It should be noted, that you will have to re-register your system certificates any time you permanently change computers.

Note: The process for obtaining a CAC can be lengthy (2-4 weeks). Please be patient and work with your supervisor to obtain your CAC in a timely manner.

How to Obtain a Visit Request:

1. Contact the POC for the travel event and determine the security requirements of the event.
2. Download Visit Request Form from the NADP Website under 'Official Forms.'
3. You will need the following information regarding the site you'll be visiting:
 - a. Full address
 - b. Security POC
(Name, Phone #, Fax #, and SMO Code)
 - c. Dates of Visit (From, To)
 - d. Reason for Visit
 - e. Level of Security Access needed
 - f. Your Name, Grade, and Phone #
4. Return via Email or Fax to: 717-605-1199
5. For questions, please contact:

717-605-1354
717-605-2548
717-605-2546

Visit Request Link:

https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees_cfms

When are they required?

When traveling outside of your Host Command:

1. Rotational Assignments
2. Special Projects
3. Meetings
4. Contractor Visits
5. Some training sites/vendors may require visit request/clearance information to attend.

Things to Remember:

6. Please submit Visit Requests at least 30 days in advance of the event whenever possible.
2. Make sure the Visit Request is 100% complete; incomplete Visit Request forms will not be processed.

"Success is a journey, not a destination." - Ben Sweetland

Conflict Resolution Process

- Define the problem.
- Generate possible solutions.
- Evaluate the solutions.
- Make the decision.
- Determine how to implement the solution.
- Assess the success of the solution.
- Always collaborate to produce a win-win solution.

Work as a Team

- There is no "I" in TEAM.
- Be a team player.
- Have a clear goal and results-driven structure.
- Avoid negativity, instead use constructive criticism.

Communicate Effectively

- Most communication is based upon nonverbal cues, while only a small percentage is words.
- Ask questions and paraphrase to ensure you understand.
- Show interest during communication.
- Provide positive and constructive feedback.

"The greatest problem in communication is the illusion it has been accomplished."

- Daniel W. Davenport

Listed below are a few proven leadership principles that will separate you from your peers.

- Honesty - always tell the truth.
- Integrity - doing the right thing even when no one is watching! Think about it!
- Inspire - when subordinates are inspired the job is practically done.
- Delegate authority-but not responsibility - a leader can and should delegate authority but the leader has the responsibility. Subordinates own their work and leaders check and double check to ensure the work is accomplished to standard.
- Lead by example - It's so easy to talk the talk. Good leaders also walk the walk. Don't expect subordinates do what you can't do or refuse to do.
- Learn constantly - Good leaders never quit learning. Leaders should regularly do self-awareness, recognize shortcomings and improve upon them.
- Build strong leaders around you - Recognize the potential in others and then help them achieve it.

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

**LEADERSHIP
PRINCIPLES**

PROFESSIONAL ETIQUETTE

- Commit names to memory.
- Know and follow your chain of command.
- Always address someone by his or her title and last name unless you are instructed otherwise.
- Be on time. Remember: 5 minutes early is on-time, on-time is late.
- Do not enter or leave a room during a presentation.
- Silence your cell phone during meetings and presentations.
- Treat people with respect.
- Cultivate an image of professionalism.
- Show people honest and sincere appreciation.
- When making an introduction, be professional and sincere, use a firm handshake, and keep a mental note of personal details.
- Keep business cards on hand for networking.
- Always follow up after meeting new contacts.
- Remember: There's only one chance to make a good first impression!

Women

What is Professional Dress?

- Well tailored suit in traditional colors (navy blue, gray, or black)
- Cotton or Silk blouse in a conservative color
- Low to medium heeled, leather shoes
- Never wear open toe shoes.



What to avoid:

- Athletic shoes, flip-flops, strappy sandals
- Jeans and T-shirts
- Anything that is wrinkled, ripped, torn or stained, tight fitting, or too revealing.

What is Business Casual?

- Dress Slacks, skirts, dresses, khakis, Capri's
- Tailored blouse or shirt
- Conservative shoes



When in doubt, err on the side of conservatism.

**PROFESSIONAL
ETIQUETTE**

Men

What is Professional Dress?

- Well tailored suit in traditional colors (navy blue, gray, or black)
- Long sleeve, button down shirt
- Conservative Tie
- Leather Shoes, wing tip or loafer style



What to avoid:

- Athletic shoes, flip-flops, sandals
- Jeans and T-shirts
- Anything that is wrinkled, ripped, torn or stained.

What is Business Casual?

- Slacks, suit pants, khakis
- Dress shirt (tie optional), polo shirts
- Leather shoes



E-MAIL ETIQUETTE:

- Know the difference between “To:” and “Cc:” (Carbon Copy)
 - The people you include in the “To:” field should be those you expect to read and take action on the message.
 - The people you include in the “Cc:” field should be those who have a need to know. Note the “Cc:” should be used sparingly.
 - “Bcc” (Blind Carbon Copy) should be used even more sparingly.
- Keep messages brief and to the point.
- Avoid discussing multiple subjects in a single message.
- Reply to emails in a timely manner.
- Avoid using text message shorthand.
- Use all caps sparingly and be mindful of your tone.
- Avoid replying to a message in anger.
- Avoid using email to criticize others.
- Before you “Reply to All” make sure everyone needs to know first.
- Do not forward chain letters.
- The “High Priority” flag should be reserved for messages that are truly urgent.
- Use your spell check function.
- Include a signature with your contact information.
- Re-read your email before you send it.
- Be mindful of PII and digitally encrypting emails.

CODE OF ETHICS FOR GOVERNMENT SERVICE

- Any person in Government service should:
- Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
- Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.
- Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.
- Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
- Make no private promises of any kind binding upon the duties of office, since a Governmental employee has no private word which can be binding on public duty.
- Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
- Never use any information gained confidentially in the performance of governmental duties as a means of making a private profit.
- Expose corruption wherever discovered.
- Uphold these principles, ever conscious that public office is a public trust.

Professional Development

- USDA Graduate School: <http://www.graduateschool.edu/>
- NMCI Homeport Training: <https://www.homeport.navy.mil/training/>
- Navy Knowledge Online (NKO):
<https://wwwa.nko.navy.mil/portal/home>

Travel

- Travel Regulations: <http://www.defensetravel.dod.mil/>
- Per Diem: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Personnel Information (SF-50's) and Pay

- DCPDS: <https://compo.dcpds.cpms.osd.mil/>
- -Information will be found under “My Biz”
- Total Workforce Management Site:
<https://twms.nmci.navy.mil/login.asp>
- MYPAY: <https://mypay.dfas.mil/mypay.aspx>
- OPM Pay Tables: <http://www.opm.gov>

▪ **Federal Benefits Information**

- NACC does not handle benefits. For information regarding benefits, please visit: <https://www.civilianbenefits.hroc.navy.mil/EBIS/login.aspx> You will need an Employee Benefits Information System (EBIS) login.

DON Benefits Line: 1-888-320-2917

- The DCPDS Portal provides access to the following links:

- My Pay
- EBIS
- TSP
- OPM Homepage

Link: <https://compo.dcpds.cpms.osd.mil/>

- EBIS is an automated, secure, self-service Web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan contribution elections, review general and personal benefits information, and calculate retirement estimates.

Link: <https://www.civilianbenefits.hroc.navy.mil/>

- For more information on Federal benefits, please visit:

<http://www.public.navy.mil/DONHR/BENEFITS/Pages/Default.aspx>

COMMAND	CAREER MANAGER (CM)	ASSISTANT CAREER MANAGER (ACM)	CAREER SERVICES REPRESENTATIVE (CSR)
NAVAIR	717-605-2887	717-605-1570	717-605-6484
NAVSEA	717-605-2721	717-605-2279	717-605-3852
USMC	717-605-2887	717-605-1570	717-605-2627
MSC	717-605-2887	717-605-1570	717-605-6484
IPO	717-605-2887	717-605-1570	717-605-6484
NCCA	717-605-2887	717-605-1570	717-605-6484
ONR	717-605-2721	717-605-2279	717-605-3852
NAVSUP/NELO	717-605-2721	717-605-2279	717-605-2627
NAVFAC	717-605-2887	717-605-1570	717-605-2627
SPAWAR	717-605-2721	717-605-2279	717-605-2627
SSP	717-605-2887	717-605-1570	717-605-6484
OPNAV	717-605-2887	717-605-1570	717-605-6484
OPTEVFOR	717-605-2887	717-605-1570	717-605-6684
NAVOCEANO	717-605-2887	717-605-1570	717-605-6484

	POINTS OF CONTACT	
--	----------------------	--

Your CM or ACM is the primary contact for the following:

- Providing guidance concerning career management.
- Rotational Assignments
- Training Requests
- Graduation Requirements (IDP Completion)
- Promotions























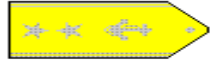










Note: The CM is the final endorsing authority for rotations, training, IDPs, etc.

REMINDERS:

- Use the NADP website (i.e. Operating Guide) as a resource.
- When contacting your CM, ACM, or CSR, please keep in mind that they are responsible for over 1,400 employees. They will respond to your email and telephone inquiries in a timely manner.
- Please do not leave a message or email more than one person for the same issue. This can cause confusion and delay in resolving your issue.
- Please contact your CM, ACM, or CSR only, unless otherwise directed.

Your CSR is the primary contact for the following:

- Processing tuition and DTS travel requests.
- Coordinating DTS travel for training and education requirements.
- Obtaining tuition assistance for training requirements.
- Updating personal information (i.e. changes to phone numbers, email address).
- CSRs do not handle DAU Travel, contact your NACC DAU representative.

Civilian Equivalents	Navy Rank	Marine Corp Rank	Navy & Marine Corp Insignia	Navy Shoulder Insignia	Navy Sleeve Insignia
GS- 7	Ensign (ENS)	Second Lieutenant (2nd LT)			
GS-8- 9	Lieutenant Junior Grade (LTJG)	First Lieutenant (1st LT)			
GS-10-11	Lieutenant (LT)	Captain (CAPT)			
GS-12	Lieutenant Commander (LCDR)	Major (MAJ)			
GS-13-14	Commander (CDR)	Lieutenant Colonel (LT COL)			
GS-15	Captain (CAPT)	Colonel (COL)			
SES	Rear Admiral (lower half) (RDML)	Brigadier General (BRIG GEN)			
SES	Rear Admiral (upper half) (RADM)	Major General (MAJ GEN)			
SES	Vice Admiral (VADM)	Lieutenant General (LT GEN)			
	Admiral (ADM)	General (GEN)			
	Fleet Admiral* (FADM)	N/A			

**MILITARY
INSIGNIAS AND
CIVILIAN**

NAVY/MARINE CORP ENLISTED RANKS












ENLISTED INSIGNIA OF THE UNITED STATES ARMED FORCES

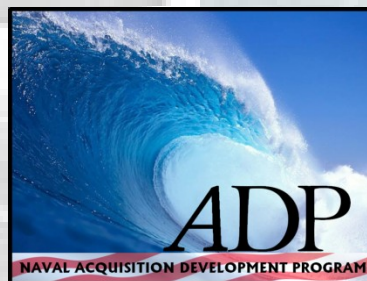
E-1 E-2 E-3 E-4 E-5 E-6 E-7 E-8 E-9

NAVY

									
SEAMAN RECRUIT	SEAMAN APPRENTICE	SEAMAN	PETTY OFFICER THIRD CLASS	PETTY OFFICER SECOND CLASS	PETTY OFFICER FIRST CLASS	CHIEF PETTY OFFICER	SENIOR CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER OF THE NAVY

MARINES

(no insignia)									
PRIVATE	PRIVATE FIRST CLASS	LANCE CORPORAL	CORPORAL	SERGEANT	STAFF SERGEANT	GUNNERY SERGEANT	FIRST SERGEANT	SERGEANT MAJOR	SERGEANT MAJOR OF THE MARINE CORPS
									
							MASTER SERGEANT	MASTER GUNNERY SERGEANT	



Version 3.0

**Please provide comments and suggestions regarding this guide to
NACC_CAREER_MANAGEMENT@NAVY.MIL**